

# WEST WINDSOR PARKING AUTHORITY

January 9, 2013

## MINUTES OF MEETING

### Sunshine Law Announcement

In compliance with the Sunshine Law, a notice of this meeting's date, time, location and agenda was mailed to the news media, posted on the Township bulletin board and filed with the Township Clerk.

### **Action Items**

#### Call to Order and Roll Call

Chair Lupo called the meeting to order at 7:40 p.m. The following individuals attended:

#### Commissioners

Andy Lupo, Chair

Lyle Girandola, Vice Chair

Alison Miller, Secretary

Ron Rumack, Treasurer

#### Non-Commissioners

Martha Watlington, General Manager

Tom Calu, Parking Consultant

Robert Schwartz, Attorney

Ron Ghrist, Financial Consultant

Sgt. Mary Lou Dranchak

#### Election of Officers for 2013

Commissioner Rumack moved to reinstate Andy Lupo as Chair. Commissioner Miller seconded the motion.

Commissioner Miller moved to reinstate Lyle Girandola as Vice-Chair. Commissioner Rumack seconded the motion.

Chair Lupo moved to reinstate Alison Miller as Secretary. Commissioner Rumack seconded the motion.

Commissioner Miller moved to reinstate Ron Rumack as Treasurer. Chair Lupo seconded the motion.

Chair Lupo moved to reinstate Thomas Crane as Assistant Treasurer. Commissioner Miller seconded the motion.

In a Roll Call vote, each Board member approved the motions. Commissioner Girandola arrived late. Commissioner Thomas Crane, Assistant Treasurer was not present.

**Professional Services Appointments for 2013**

Commissioner Miller moved to approve the following professional services appointments for calendar year 2013:

Klatzen and Co. as accountant

Robert Schwartz as attorney

Suplee, Clooney & Co. as auditors

Frank Gubitose FJG Enterprises, Inc. as investment consultant

Ed McManimon of McManimon and Scotland as bond counsel

Thomas Calu Consulting, LLC. as the parking consultant

Ron Ghrist as financial consultant

PNC Bank as the designated depository

Commissioner Girandola seconded the motion. In a Roll Call vote, each Board member voted in favor of the motion.

**Adoption of Resolutions for 2013**

The Parking Authority adopted three Resolutions regarding meetings as follows. Commissioner Miller moved to announce Parking Authority meetings in the Trenton Times and The Princeton Packet; to establish the monthly meeting date as the second Wednesday at 8:00 p.m., and to set the fixed price for copies of minutes at \$36 a month. Commissioner Rumack seconded the motion. Ms. Watlington called the Roll, and the motion was unanimously approved by all of the Board members.

**Comments from the Audience**

No audience members were present.

**Approval of Minutes (December 12, 2012)**

Commissioner Miller moved to approve the December minutes. Commissioner Rumack seconded the motion. All the Commissioners present voted to approve the minutes.

**Approval of Bills (January 2013)**

The Commissioners discussed the bills in detail. Commissioner Miller moved to approve the January bill list. Commissioner Rumack seconded the motion. The motion was unanimously approved.

On Friday, Commissioner Rumack will verify if his signature is on file with PNC Bank.

## **Discussion Items**

### **(1) Project Timeline**

Mr. Calu updated the Board on the meeting that was attended by himself, Act Engineers with Tomco Contractor executives on January 8<sup>th</sup> 2013. The expected time period of the new lot is the May-June time period. Mr. Calu and Act Engineers were not addressing the request for extended additional time because not prepared to waive the rights WWPA has in regards to liquidated damages and coverage's of inspection fees which would mean additional cost to ACT for contract time.

Mr. Calu stated there are two open items: one being what WWPA should be paying Tomco and secondly the change orders. Mr. Calu recommended payment to Tomco in the amount of \$442,384.14 which picks up approximately \$180K that wasn't paid from last bill. In regards to the change orders, there is a change order for structural fabric and two feet of stone over the plenum of trash. Tomco requests this change because they would not be able to guarantee the paving from not caving in overtime. They are in the midsts of pricing out this change order. Additional change orders presented by Mr. Calu - is the net effect of three change orders being \$101,653.00 to WWPA's favor.

- \$97K - to the contract addition of 2<sup>nd</sup> sewer outlet and storm water containment system
- \$148K - savings for elimination of one of the two retention basins no longer necessary since eliminating the transit road connection
- \$50K - savings for a technical change regarding the underground retention system.

A discussion was had by all present regarding the change orders. Mr. Calu requested the Chair to sign off on the three change orders. Commissioner Miller motioned to have Chair Lupu sign the change orders. Commissioner Girandola seconded the motion. The motion was unanimously approved.

### **(2) License Plate Recognition (Genetec)**

Commissioner Girandola had requested an itemized breakdown of costs of the T2 bill. Ms. Watlington presented the bill to the Board. She explained the itemization from 2009 to present. Commissioner Girandola stated that the first bill of \$2193.00 – balance from original proposal from 2009, second bill of \$3.0K – flex hosting for 2012-2013 and third bill of \$3575.00 for 12/2012-11/2013 for EBIZ be paid. He asked that detailed accounting be obtained for \$2250.00 which is the balance of proposal of \$4500.00 for cleaning up of the streets and addresses in the system.

Commissioner Girandola asked Ms. Watlington to coordinate a conference call for next week between him, Ms. Watlington, and Ms. Backes to discuss the billing discrepancies.

**(3) Daily Parking Methodology**

Chair Lupo gave an overview of the Daily Parking Methodology proposed pilot test to Sgt. Dranchak. Mr. Calu distributed to the Board a brief communication letter (written by Park Mobile) which would be sent to customers regarding the pilot test. He stated the Wallace lot would be used for pilot test since WWPA owns and manages the lot and no more than 30 customers will participate. Mr. Calu recommends reaching out to the 30 oldest customers. The customer's license plate/permit privilege will be suspended "on paper". This would allow them to have access to Park Mobile's phone service and the cost would be a \$0.05 and \$0.25 credit card fee. Park Mobile would waive their credit card fee for the customers. The customers would have to register when they park there and keep the email confirmation in case they are ticketed. This will last for three months and they would complete a customer experience survey throughout the pilot test.

Park Mobile will provide reports to WWPA on a bi-weekly basis which will include the number of transactions, which license plates used the system, what times they parked there and have the day to day experience with T2. Mr. Calu stated that that some issues need to be addressed and worked out: need to find out if the bank that WWPA uses for credit card transactions can accept the \$0.05 cent transactions and the other issue being that after the pilot test, the 30 customers that were temporarily deactivated can be placed back on the permanent roster without a glitch.

Commissioner Miller said that WWPA would have a list of the 30 customers on the pilot test so Mr. Hillman can bounce the license plates against the list if he found the need to ticket them. Mr. Calu said that the actual sign-up instructions would be included in the letter and asked the Board to send any comments in regards to the letter to him.

Commissioner Girandola made a suggestion about placing a sign out in the Vaughn daily lot that there is a trial period and sign up to try it out. Mr. Calu stated that there are associated risks: questions how system works, the enforcement of the test, public disappointment, etc. Commissioner Girandola then suggested opening up the pilot test to the next 30 customers on the waiting list. Commissioner Miller said using known people who are willing to participate is optimal. Mr. Calu stated that the whole idea is to have a controlled beta test that didn't cause any confusion. If the test is successful and enters into a contract with Park Mobile, WWPA pays the monthly Park Mobile fee less the bank charges.

Mr. Calu said that we can launch test March 1. Commissioner Girandola asked Ms. Watlington how to set-up controls. Both Mr. Calu and Ms. Watlington questioned him as to what he meant. Commissioner Girandola asked how to suspend the 30 customers with T2.

Commissioner Miller said it is getting too complicated and the best idea is to take the 30 customers as original stated. Commissioner Rumack suggested that the WWPA use the 30 people that would be added to the Vaughn lot since they are not in the system yet. Once letter is drafted, Mr. Calu asked for the authority to go out for one day, distribute the communication and he would work with the customers to do the set-up. Commissioner Miller stated that in the letter it should state that the customers reward for participating in the test is a free quarter of parking minus the low fee of \$0.05 and \$0.25 credit card charge per day.

**(4) Office Space**

Chair Lupo informed the Board that the Township is awaiting WWPA's decision on new location – Post Office building. Ms. Watlington stated that the biggest downside is the location would require major renovations and changes without knowing the cost. Commissioner Miller added that the location would be an inconvenience for Mr. Cortez and WWPA enforcement personnel since they would have to travel on North Post Road.

Mr. Schwartz posed the question to the Board why move the office if Golden isn't forcing WWPA to move out. He suggested making an arrangement with Golden for a 2 to 3 year lease.

Commissioner Miller said that the Township wants to know the Board's decision on the Post Office location because they are giving WWPA first rights. However it is hard to make a decision without knowing who would be paying for what repairs/updates. Commissioner Rumack said that he likes that the office on the property where it is because it is easier for the customers to locate it rather than the Post Office location or the Municipal Building. Chair Lupo will speak with the Township that WWPA will not be pursuing the Post Office as its new location.

**Reports**

**(a) Professional**

1.1. Chair Lupo informed the Board that there was a change to the approved budget which would include 5% overage of the operating budget to the Township. Mr. Ghrist will have this change ready for the February meeting which would include a budget amendment. Mr. Ghrist explained that WWPA has been giving 5% of the operating budget to the Township which is based on the statute. He informed the Board that the Township gets \$50K plus an additional 10% as a lease payment per contract for the new lot. Chair Lupo said that WWPA is making an effort to help the Township and the 5% is same amount as in the previous years. Mr. Ghrist explained the 5% is included as the rental payment for land from Authority.

Mr. Ghrist explained the investment of WWPA funds. Most parking Authorities invest in CD's. He provided the following investment information - \$1.0M Provident Bank at .40%; \$1.1M First Bank at .75%, \$1.3M Bank of Princeton at .75% and \$3.0M at First Choice at 1.02%.

Commissioner Rumack questioned if the monies are insured. Mr. Ghrist replied stating that the monies are FDIC protected then GUDPA (Government Unit Deposit Protection Act) protected.

Chair Lupo stated that he does not approve PNC Bank nor US Trust, given they are not giving WWPA any interest. Commissioner Girandola said he assumes that Mr. Gubitose is maximizing WWPA's investments with the given government restrictions. Mr. Ghrist will speak with Mr. Gubitose and suggest that it is not in the best interest of WWPA in moving the monies elsewhere.

Mr. Ghrist said that he will present a bill to the Board because additional time was spent on the trustee accounts and bond analysis.

**(b) Police Report**

Chair Lupo introduced and welcomed Sgt. Mary Lou Dranchak. He gave her an update what information is expected at every Board meeting.

Sgt. Dranchak reported that there was a rash of bike thefts as well and tire and rims. Sgt. Dranchak stated that the police reported issuing 220 summonses for the month of December. Ms. Watlington stated that Mr. Hillman reported 231 and 107 warnings issued for "unreadable" plates.

Commissioner Rumack and Chair Lupo gave Sgt. Dranchak an update on the License Plate Recognition system.

**(c) Administration**

1. Ms. Watlington reported to the Board the following commuter requests:

1.1. Eight permit holders are requesting a continued 3 month suspension due to unemployment: All Commissioners unanimously approved the requests. Chair Lupo stated that when new lot opens suspensions will have to be readdressed.

1.2 One permit holder was notified via e-mail that he was eligible for a permit in 2011. He stopped by the WWPA office to follow up because he never received the email due to an incorrect e-mail address. He is requesting to be considered for a permit at this time. The Board agreed to reinstate him for the Vaughn Lot.

1.3 Letter to Andy Lupo from one permit holder regarding the policy of \$100 late fee. The letter was read at the meeting.

**(d) Board Members**

There was nothing to update.

**Adjournment**

Commissioner Girandola moved to adjourn. Commissioner Miller seconded the motion. There being no further business, the meeting was adjourned approximately 10:10 p.m.

Respectfully Submitted,

*Lydia Rojek*

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